



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND NORTHWEST
2000 WEST MARINE VIEW DR, BLDG 2102
EVERETT, WA 98207-2600

NAVRESREDCOMNWINST 4205.1C
N4

11 Apr 01

NAVRESREDCOM NORTHWEST INSTRUCTION 4205.1C

Subj: DELEGATION OF PROCUREMENT AUTHORITY

Ref: (a) NAVSUPINST 4200.81 Series
(b) NAVSUPINST 4200.85 Series
(c) NAVSUPINST 4200.91
(d) COMNAVRESFOR P4000.1
(e) NAVRESREDCOMNWINST 4205.2
(f) SECNAVINST 5370.23J

1. Purpose. To delegate procurement authority to Naval Reserve Readiness Command Northwest (REDCOM NW) activities under the provisions of reference (a).

2. Cancellation. NAVRESREDCOMREG22INST 4205.1B

3. Background. Effective 1 January 1995, Commander, REDCOM NW was granted the authority by the Fleet and Industrial Supply Center, San Diego, to delegate purchase authority to subordinate activities.

4. Scope. This instruction applies to all Naval Reserve activities under the cognizance of REDCOM NW.

5. Action. The appointment of Contracting Officers shall be made by REDCOM NW (N4) utilizing the Certificate of Appointment (SF 1402). Prior to their appointment, all Government Commercial Purchase Card program cardholders, approving officials, and other personnel directly involved in the procurement function must successfully complete one of the following Naval Supply Systems Command (NAVSUP) training courses, as appropriate:

- a. NAVSUP Simplified Acquisition Procedures Course
- b. Supply and Fiscal Course

6. Transaction Types and Procurement Authority Authorized for All Readiness Command Activities

a. Government Commercial Purchase Card (GCPC). This is a mandatory procurement method for all micro-purchase requirements (\$2,500 or less, \$2,000 or less for facilities) utilizing Simplified Acquisition Procedures. Procurement authority authorized is \$2,500 per purchase action, \$2,000 for

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NAVFAC purchase actions. Transaction types "b" through "c" below shall only be utilized when requirements exceed micro-purchase limitations or items required are specifically exempted from the GCPC program in accordance with references (a) and (c).

b. Letters of Agreement (LOA). LOAs will only be issued by REDCOM NW. Naval Reserve Activities will issue orders against LOAs to commercial vendors and place oral orders for berthing and subsistence between \$2,500 and \$25,000 against those LOAs. Use the GCPC as the payment method in support of Naval Reserve personnel performing Inactive Duty for Training (IDT).

c. Type I Oral/Electronic Delivery/Task Orders. Place type I Oral/electronic delivery/task orders up to \$25,000 against fixed price indefinite delivery type contracts, GSA Federal Supply Schedules, and other mandatory Government sources of supply for which payment will be made with the GCPC.

7. Other Requirements. Requirements outside the scope of the above shall be forwarded to the cognizant regionally aligned Fleet and Industrial Supply Center Detachment.

8. Preferred Procurement Methods. Effective 1 October 1997, NAVSUP implemented the mandatory use of the GCPC for all micro-purchase actions utilizing Simplified Acquisition Procedures. References (a) through (e) provide specific guidelines for the use of the GCPC. The Readiness Command activities will utilize the GCPC to the maximum extent possible. For requirements that exceed \$2,500 (\$2,000 NAVFAC) and orders are against a GSA contract, use of the GCPC as a payment method is required. References (b) and (c) list items that are exempt from the GCPC mandatory use.

9. Reporting Requirements

a. Copies of procurement training documentation shall be forwarded to the REDCOM NW (N41) for all personnel appointed as Contracting Officers.

b. Semi-annual review of the GCPC program shall be conducted by each activity no later than 31 March and 30 September of each year. Reports shall be completed in accordance with references (b), (c), and (e), and forwarded to the REDCOM NW (N41) utilizing format provided by N41.

c. All personnel involved in procurement/contracting

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decisions shall complete a Confidential Financial Disclosure Report (OGE 450) in accordance with reference (a). OGE 450s should be completed no later than 31 October of each year and forwarded to the REDCOM NW (N4).

d. Monthly Contracting Summary of Action \$25,000 or less (DD form 1057) shall be completed semi-annually (31 March and 30 September) and forwarded to REDCOM NW (N4) no later than the 5th day of the following month. Micro-purchase GCPC transactions are exempt from this reporting requirement, although orders against LOAs, and GSA contracts are reported.

e. Annual standards of conduct/ethics training shall be conducted for all personnel involved in purchasing/contracting functions in accordance with references (a) and (f).

10. Policy. Non-compliance with the provisions of this instruction and references (a) through (e) could lead to activity loss of procurement authority. Any instances of abuse/after-the-fact procurements shall be reported immediately to REDCOM NW (N4) for ratification.



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Deputy

Distribution: (NAVRESREDCOMNWINST 5216.1K)

List A
B

Stocked:
NAVRESREDCOM Northwest (N01A)